



Youth Services Counselor I

Characteristics of Work

This is professional work in a correctional setting working with youth who have been committed to the state training schools or with those in other juvenile justice settings. Work involves the preliminary assessment of cases which consists of conducting interviews to provide psychological services and orientation back into the community setting. Incumbents assist in determining the needs of students, and after reporting these needs to a superior, make proper referral to federal, state or local agencies supplying necessary supporting data. Incumbents also make decisions related to case management and treatment; and plan for and effect the release, discharge, or parole of committed youths. Incumbents have frequent conferences with supervisors to discuss problems arising in their work and for instructions as to subsequent steps to be taken in specific cases. Incumbents in this classification receive supervision from Youth Services Counselors in a higher classification and from other agency superiors.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Interviews youths and prepares social histories.

Leads individual and group counseling sessions.

Maintains an individual file on each youth.

Compiles pre-parole progress reports.

Initiates correspondence to youths' families and to the courts.

Works with Counselor Aides in their contacts with students.

Maintains weekly adjustment records of his/her case load and makes recommendations accordingly.

Performs related or similar duties as required or assigned.

Essential Functions

These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring agency.

1. Performs activities involved in the preliminary study of cases.
2. Conducts individual, group and/or family counseling regarding troubled youths and/or youths in the juvenile justice system.
3. Provides supervision, leadership, and programs for troubled youths and/or youths in the juvenile justice system.
4. Prepares and maintains files, documentation, legal documents and various reports.
5. Develops and maintains relations with the court and the community.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SME's) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of positions. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; and use hands to finger handle or feel objects, tools, or controls. The incumbent is frequently required to walk; and reach with hands and arms. The incumbent is occasionally required to stand; and stoop, kneel, crouch, or bend.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Experience/Educational Requirements:

Education:

A Master's Degree from an accredited four-year college or university in social work, counseling, or one of the behavioral sciences*.

***As stated in the Final Judgment of the Kenneth Morgan, et. al. vs. Douglas Sproat, et. al., Civil Action No. J75-21(N).**

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.